

DD/567 - 3815

Dr. Robert H. Bahmer
Archivist of the United States
General Services Administration
National Archives and Records Service
Washington, D. C. 20408

Dear Dr. Bahmer:

During the past few years representatives of our Records Program have met with Dr. Aldredge and Mr. Angel to discuss the feasibility of storing certain intelligence records in the Federal Records Center. Recent conversations have pointed up some areas of apparent change in earlier premises upon which the original negotiations were based.

We find now that our requirements to maintain control and custody of our intelligence records are not entirely consistent with the accessioning and servicing policies within which you operate Federal Records Centers. We appreciate your position and recognize that our type of use of the vault space at Suitland would require an exception to those policies.

We have an immediate need for records storage space which cannot be satisfied in our facilities. In recent discussions Mr. Angel suggested the possibility of a temporary storage arrangement which might serve as an alternative to the original proposal. I would like to take advantage of that suggestion and request that you grant an exception to permit us to store our inactive intelligence records materials in the Washington National Records Center for two to four years, until other suitable arrangements can be made.

I would deeply appreciate your permitting us, temporarily, to store and service our records in the vault space originally under discussion. We would negotiate with GSA for construction of an expanded-metal personnel barrier to compartment the Agency's assigned area. We would begin to move our collection of intelligence reference materials to Suitland as soon as the personnel barrier is in place. Our Agency would provide transportation and couriers for the transfer of records to and from the compartment. Statistical reports concerning the volume of material in this storage could be furnished to your manager at Suitland.

All Agency personnel assigned to Saltland to service this intelligence material can be subject to any additional security clearances required by National Archives and Records Services. These personnel would continue as our employees but they would operate within the regulations of the Washington National Records Center. Our Agency personnel must ensure security-controlled access to the records in the compartment. We must request that the National Archives and Records Services protect against unauthorized entry or access to the Agency compartment. We must also request that other materials in the Records Center not be stored or commingled with the Agency material in the compartmented area.

The acquisition of facilities (phones, lights, packaging equipment, and so forth) for servicing our material can be arranged with the Manager of the Records Center. The costs for such facilities would be reimbursed by this Agency whenever it is agreed the facility is not ordinarily required by the Records Center to service inactive records in storage.

I hope that you will find the foregoing procedures agreeable and that any additional particulars may be worked out to satisfy the special requirements of both our Agencies.

Once again I wish to express our sincere appreciation for the assistance and understanding of your staff in this endeavor to arrange for our use of the vault facilities in the Washington National Records Center.

Sincerely,

R. L. Bannerman

R. L. Bannerman
Deputy Director
for Support

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